Inserting FM030 Requisitions into the FM040 Screen

During the Funds Reservation Pilot, Line Office FMC users will enter requisition data into the FM030 Purchase Request Screen. There are two options available to insert these requisitions into the FM040 Purchase Order Transaction Screen, using the "One to One" option which pulls requisition data into both the control and detail blocks of the FM040 or the "Line Item" option which pulls the requisition data into the detail block of the FM040.

For entering the original FM040, use the One to One option. For requisitions that involve change orders, use the Line Item Option. You could also have a FM040 where both options are used. For example if two requisitions are combined into one FM040. You would use the One to One option to pull in one of the requisitions then use the Line item option to pull in the second requisition.

All FM030 documents are recorded with a Receiving/Invoicing (R/I) Method of Quantity. However, this can be changed to the Dollar R/I Method on the FM040.

1. Inserting Requisitions for Original Documents

This section describes the process for inserting requisitions into original documents. Original documents are defined here as new documents not previously entered into CFS.

A. Using the "One to One" Option

The "One to One" option allows users to select *one* requisition to create *one* purchase order. Using the one to one option, users will select the appropriate requisition number and the requisition details will populate corresponding fields in the FM040.

Perform the following steps to use the One to One option:

1. In the FM040, click into the "One to One" block. Highlight N. Enter Y. Click Tab. A pop up list of open requisitions will appear. Click to highlight the appropriate requisition number. Click OK.

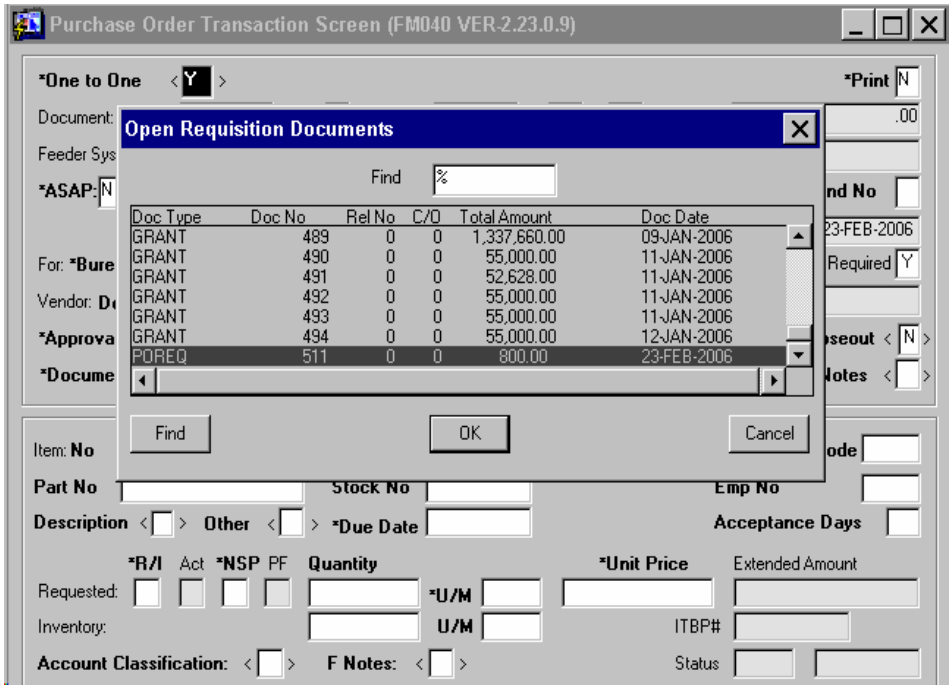

Figure 1 One to One FM040 with Open Req List

2. The requisition data (Reference #, Effective Dates, Bureau, Vendor No, and Vendor Name) will populate into the control block of the FM040.

3. Click or TAB into the Document Type field. Enter the appropriate type for this requisition – ie PO3WAY, CONTRT, IAGPO

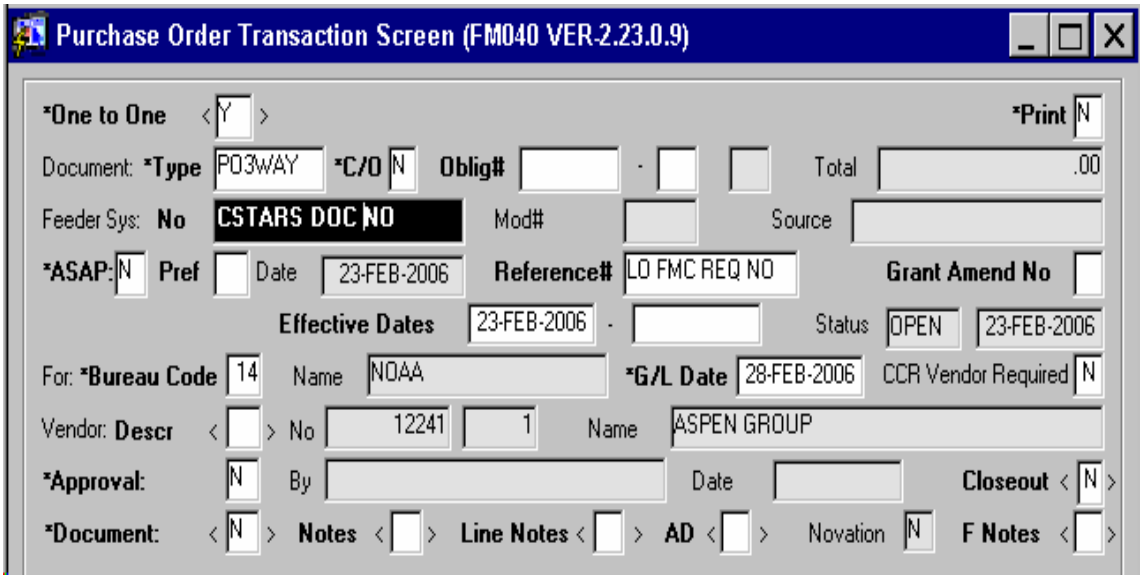

Figure 2 FM040 Control Block

4. Click or Tab to the Feeder Sys: No Block. Enter the entire Source Document No – ie the CSTARS Document No for a PO or Contract

5. Click in to the GL End Date field. It populates with the current GL period.

6. Click or Tab to the CCR Vendor Required Field. Highlight Y. Enter N

7. Double click into the Vendor Address & Shipping Details pop-up. Enter the appropriate vendor as indicated on the Source Document. Enter TPR in the Ship To code field. Click on SAVE or tab through the remaining fields to return to the FM040 front page.

8. Click into the detail block. The requisition data will populate the Request, Type, Commodity Code, Description, Other Pertinent Info, Due Date, R/I Method, Quantity, Unit Price, Extended Amount, and the Account Classification fields.

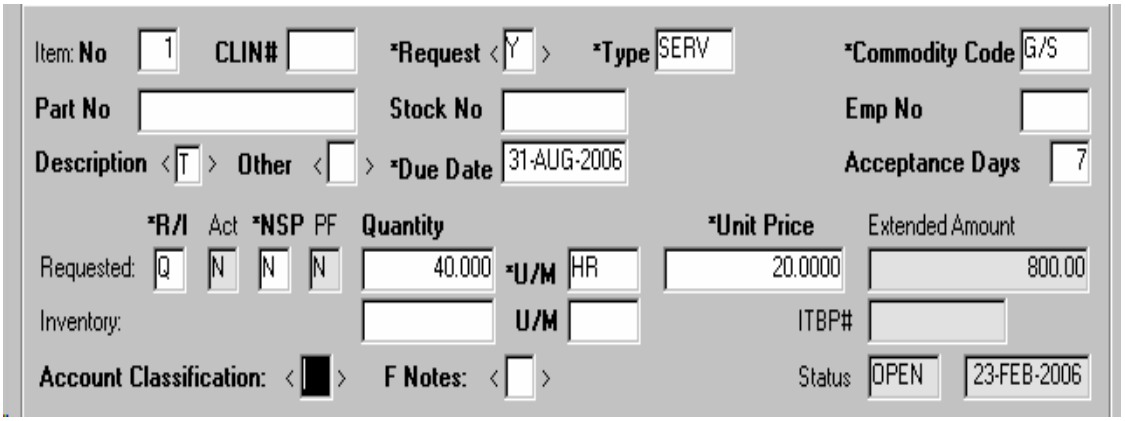

Figure 3 FM040 Detail Block

9. Double click into the Request field to drill down to the pop up:

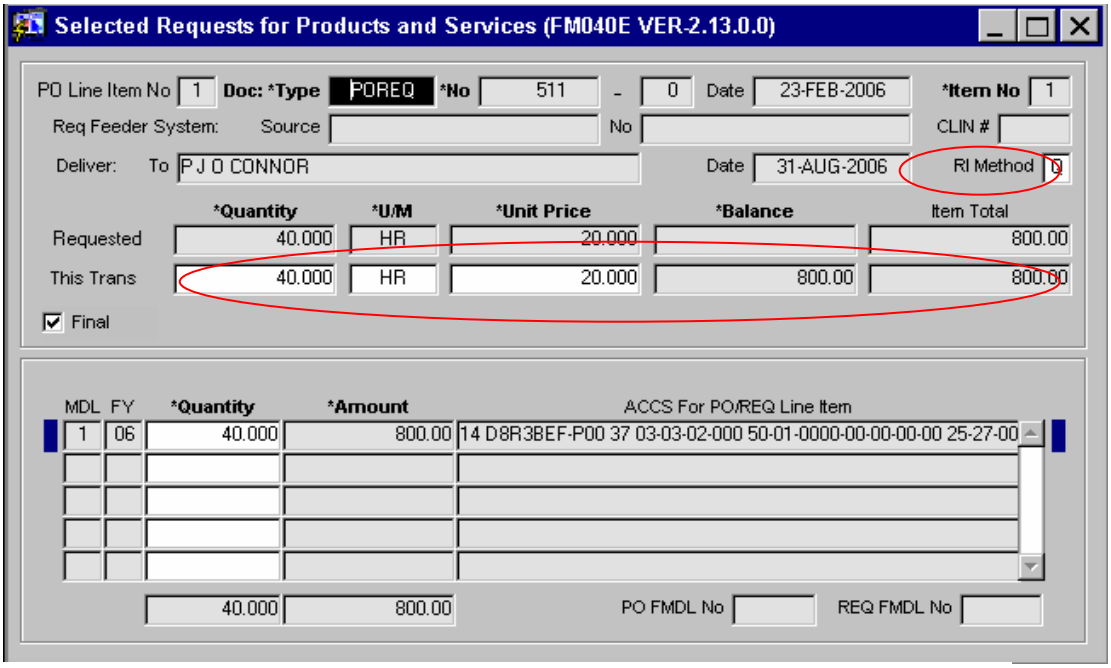

Figure 4 Request Pop Up with RI Method unchanged

Note: The FM030 Purchase Request Screen records all documents as Quantity Based. Users can change the R/I method in the Request pop-up. When changing from Q to D, the system will automatically calculate the total dollar amount.

To change the R/I method field from Q(uantity) to D(ollar):

1. Click in the RI Method Block
2. Press Backspace
3. Enter D
4. Press Save
5. Click X or Click on the Door Icon to exit to the Front Page

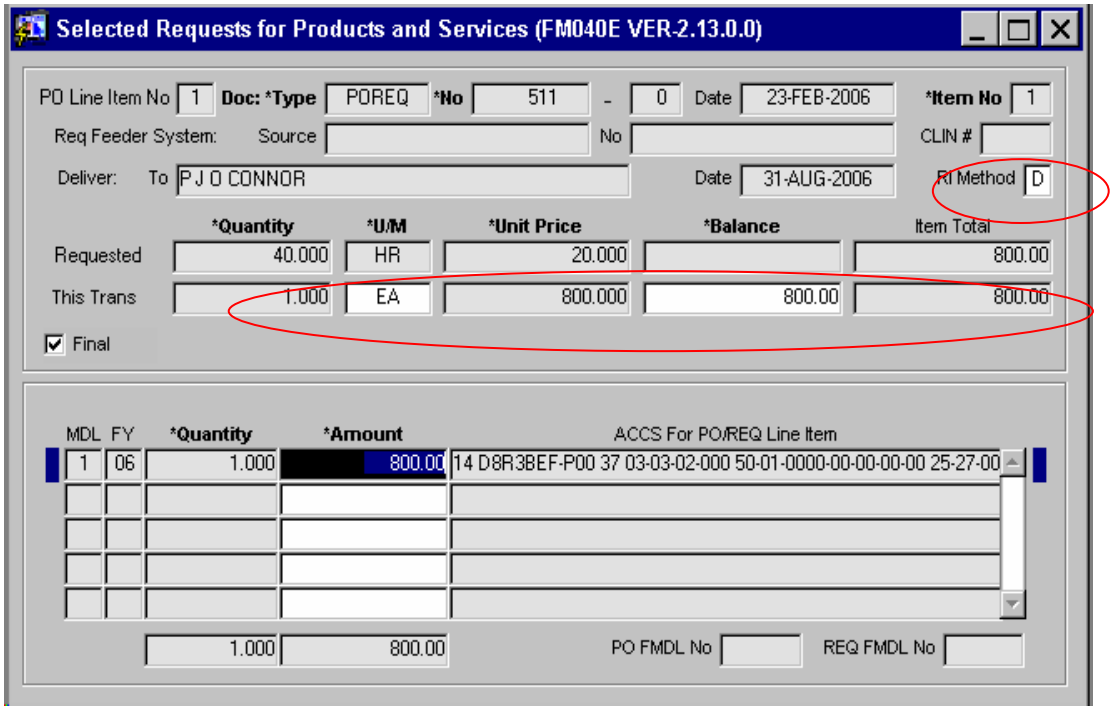

Figure 5 Request pop up with Changed RI Method

10. Double click into the ACCS field to drill down to the ACCS pop-up. The requisition

data populates the Percent, Quantity, FY, ACCS, Acceptance Emp No, and Receiving Office. Review or change the information as required.

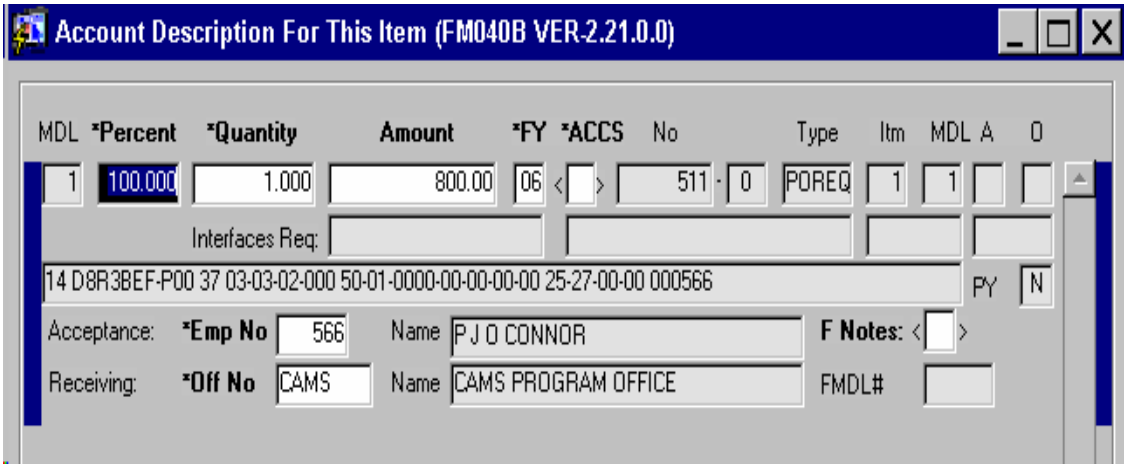

Figure 6 ACCS Pop Up

(***NOTE: Remember to update the User Defined Field for correct WF002 routing***)

11. When finished making changes, click SAVE to exit the ACCS pop-up.

12. Review the FM040 to the Source Document. If OK, then click into the Approval block. Press backspace. Enter Y and TAB to approve the FM040 at the first level

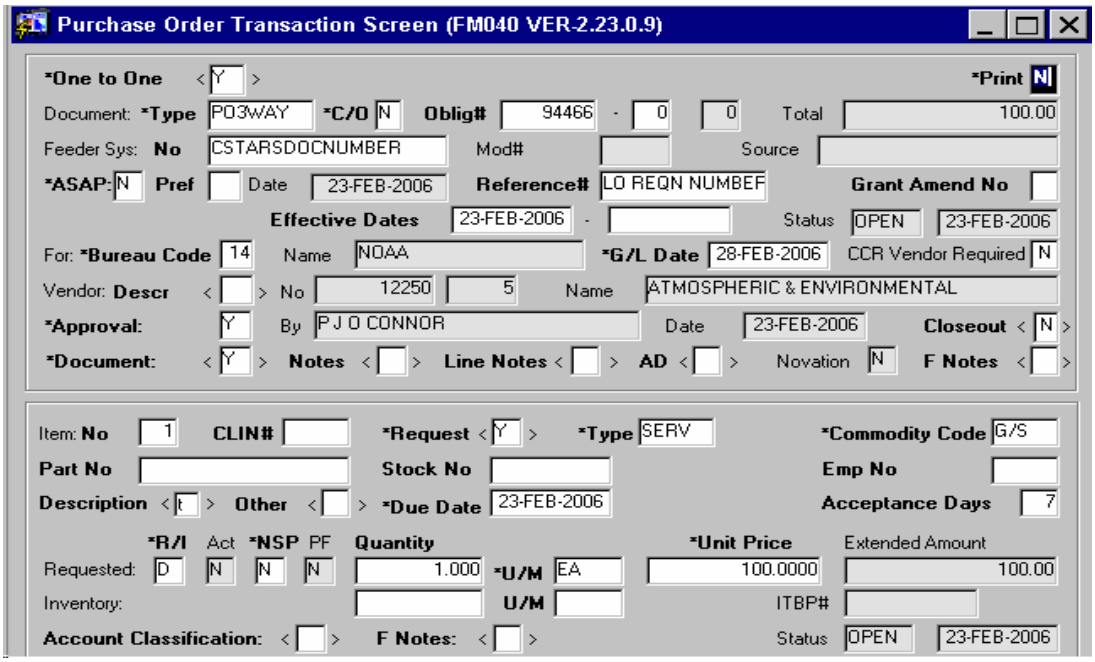

Figure 7 Completed FM040 from Requisition

2. Using the "Line Item" Option

The Line Item Option allows users to insert FM030 Requisition details by Line Item into the detail block of the FM040. This option is used to insert requisition details into existing FM040 documents. It can be used to enter an original FM040 if you are not using the "One to One" option. This option should ***always*** be used to insert requisitions associated with FM040 change orders.

Perform the following steps to use the "Line Item" Option for an original FM040:

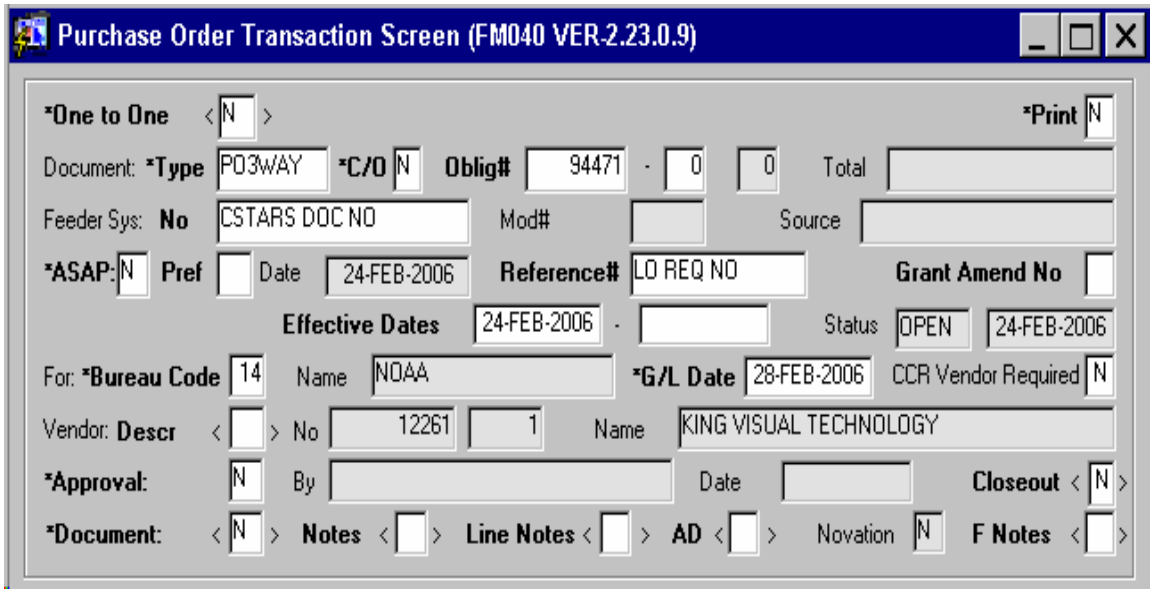

Figure 8 FM040 Control Block - Manually Entered

1. In the FM040 click or TAB into the Document Type field. Enter the appropriate type for this requisition – ie PO3WAY, CONTRT, IAGPO

2. Click or Tab to the Feeder Sys: No Block. Enter the entire Source Document No – ie the CSTARS Document No for a PO or Contract

3. Click or Tab to the Reference # block. Enter the Line Office (LO) Requisition No

4. Click or Tab to the Bureau Code. Enter the appropriate Bureau Code

5. Tab past the G/L Date

6. Click or Tab to the CCR Vendor Required Field. Highlight Y. Enter N.

7. Double click into the Vendor Address & Shipping Details pop-up. Enter the appropriate vendor as indicated on the Source Document. Enter TPR in the Ship To code field. Click on SAVE or tab through the remaining fields to return to the FM040 front page.

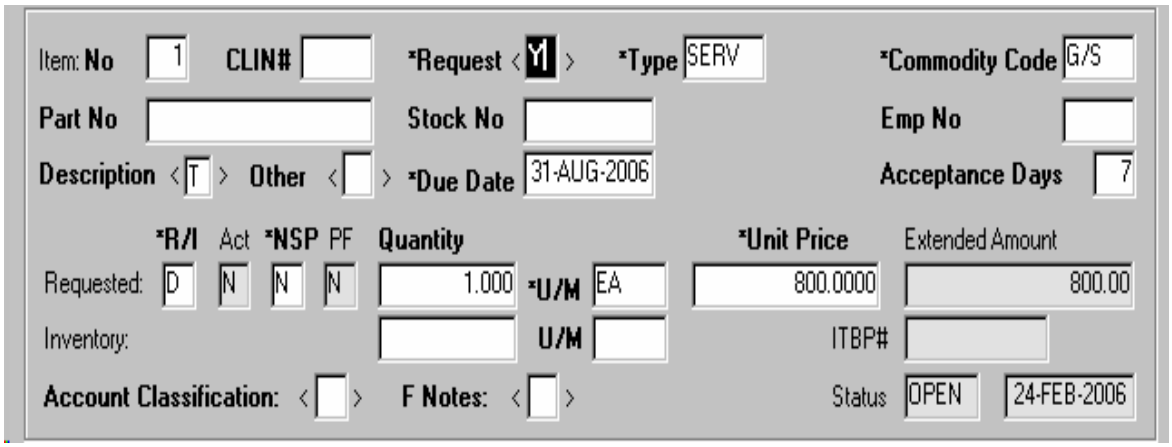

Figure 9 FM040 Detail Block

8. Click into the detail block. Tab to the <>Request field. Highlight N. Hit Backspace. Enter Y and Tab. Click OK to Acknowledge SAVE message.

9. Click to the Doc: Type field. Enter Requisition Type i.e. POREQ. Double Click in No. field. A list of values appears. Click on the appropriate FM030 requisition # to insert. Double click or click OK to insert.

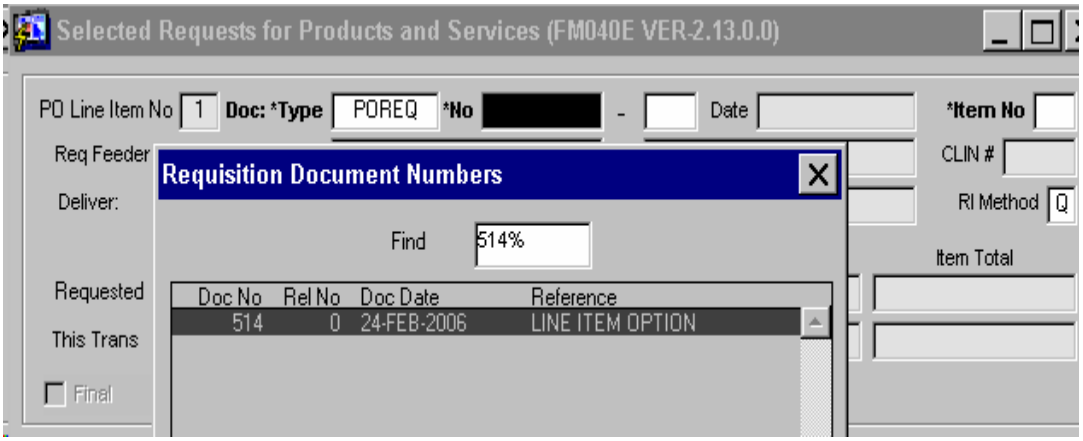

Figure 10 Requisition Pop-Up - Select Req #

10. Double click into the Item No field. A list of values appears. Click on the appropriate line item # to insert. Double click or click OK to insert.

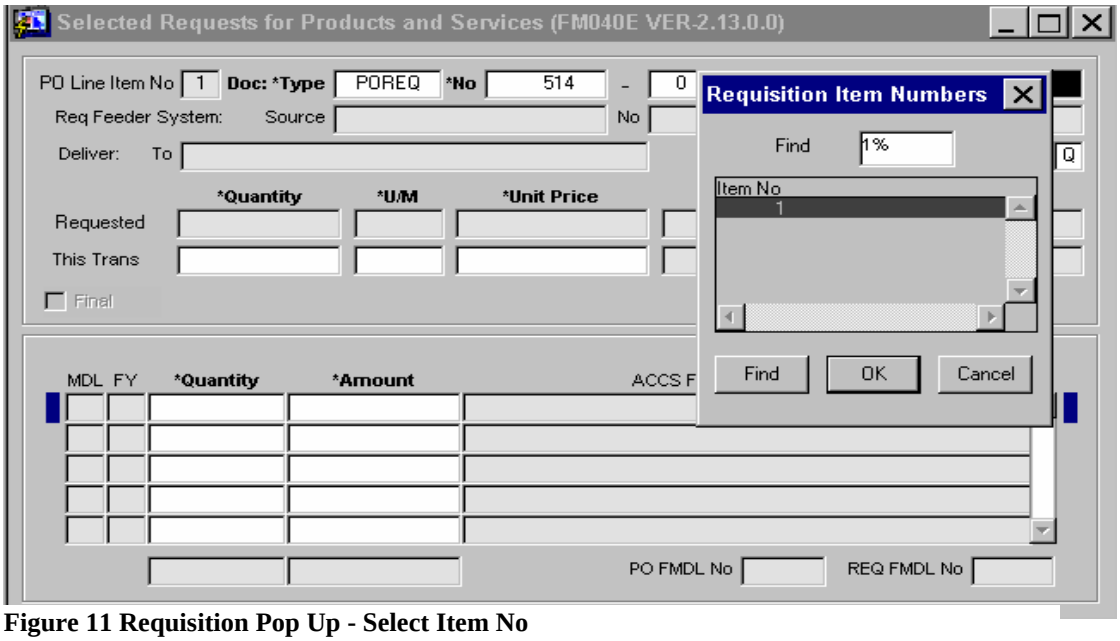

Figure 11 Requisition Pop Up - Select Item No

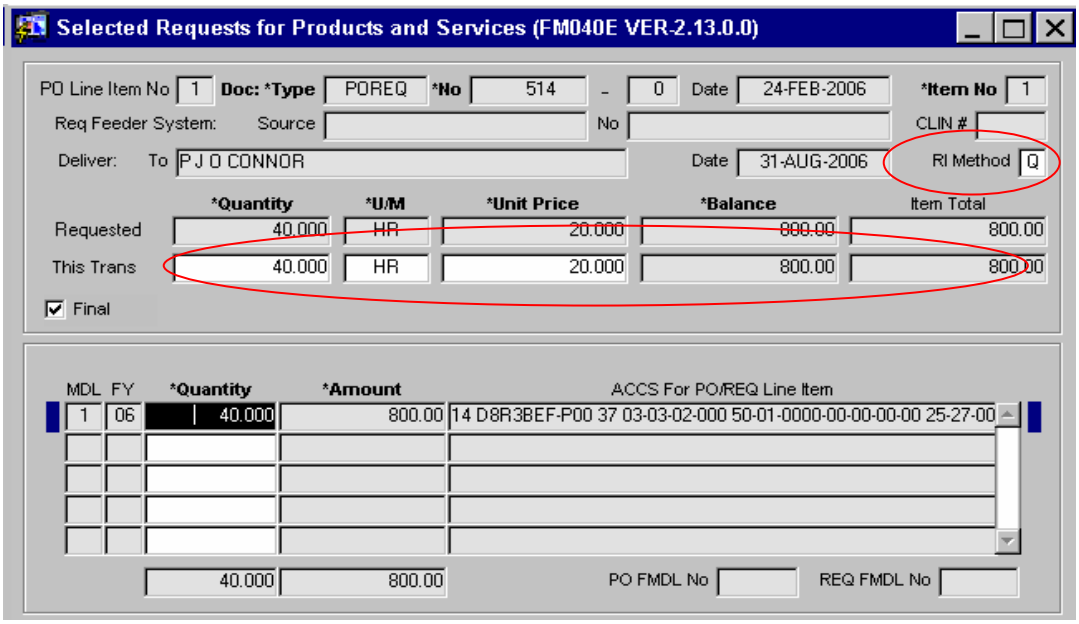

Figure 12 Requisition Pop-Up with "as-is" Req details

11. Click in RI Method field

To change the R/I method from Q(uantity) to D(ollar):

- ✔ Click in the RI Method Block
- ✔ Press Backspace
- ✔ Enter D

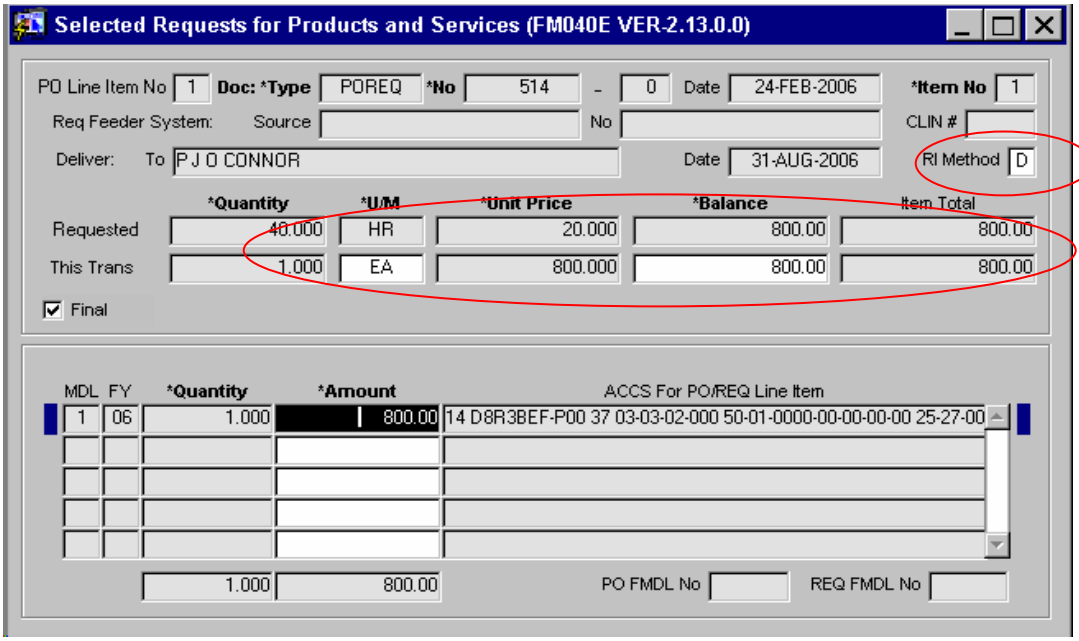

Figure 13 Requisition Pop up with RI Method Changed to 'D'

12. Click in the Amount field. The Requisition Quantity, Amount, and ACCS populate. Click Save to exit the Requisition Pop Up and return to the FM040 detail block front page.

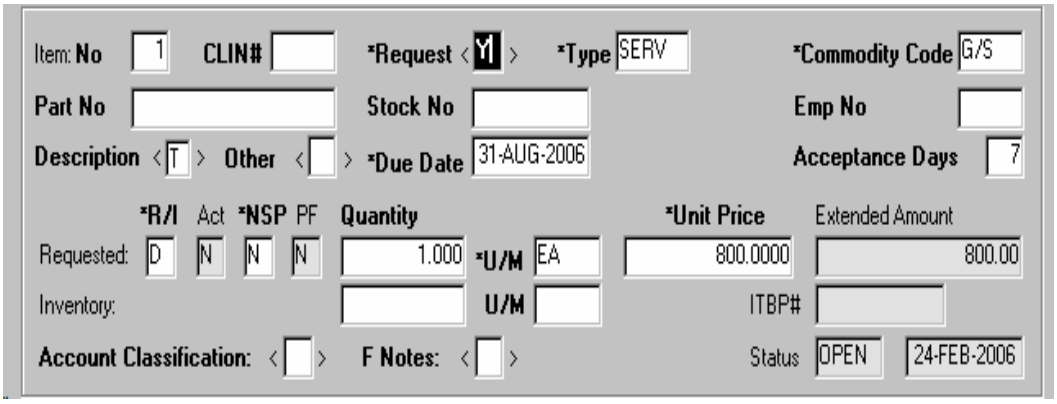

Figure 14 FM040 Detail Block

Note: When using the Line Item Option, not all fields in the FM040 detail block populate. You will need to enter the following fields.

13. Enter the Item Type

14. Enter the Commodity Code.

15. Click into the Other field to drill down to the Other Pertinent Information pop-up. Enter Y in the Default matching. Enter N for Holdback. Enter the Delivery POC employee number. Press Tab to return to the front page of the detail block of the FM040.

16. Enter the Due Date.

17. Click in the ACCS pop up. Double click into the ACCS pop-up. The requisition data populates the Percent, Quantity, FY, ACCS, Acceptance Emp No, and Receiving Office. Review or change the information as required.

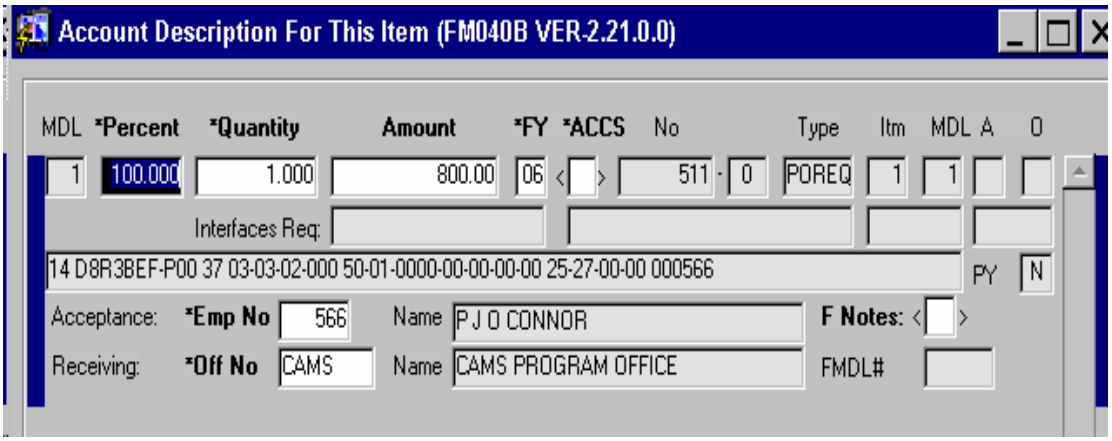

Figure 15 ACCS Pop Up

(***NOTE: Remember to update the User Defined Field for correct WF002 routing***)

18. When finished making changes, click SAVE to exit the ACCS pop-up.

19. Review the FM040 to the Source Document. If it's OK, then click into the Approval block. Press backspace. Enter Y and TAB to approve the FM040 at the first level

20. Review the FM040 to the Source Document. If OK, then click into the Approval block. Press backspace. Enter Y and TAB to approve the FM040 at the first level

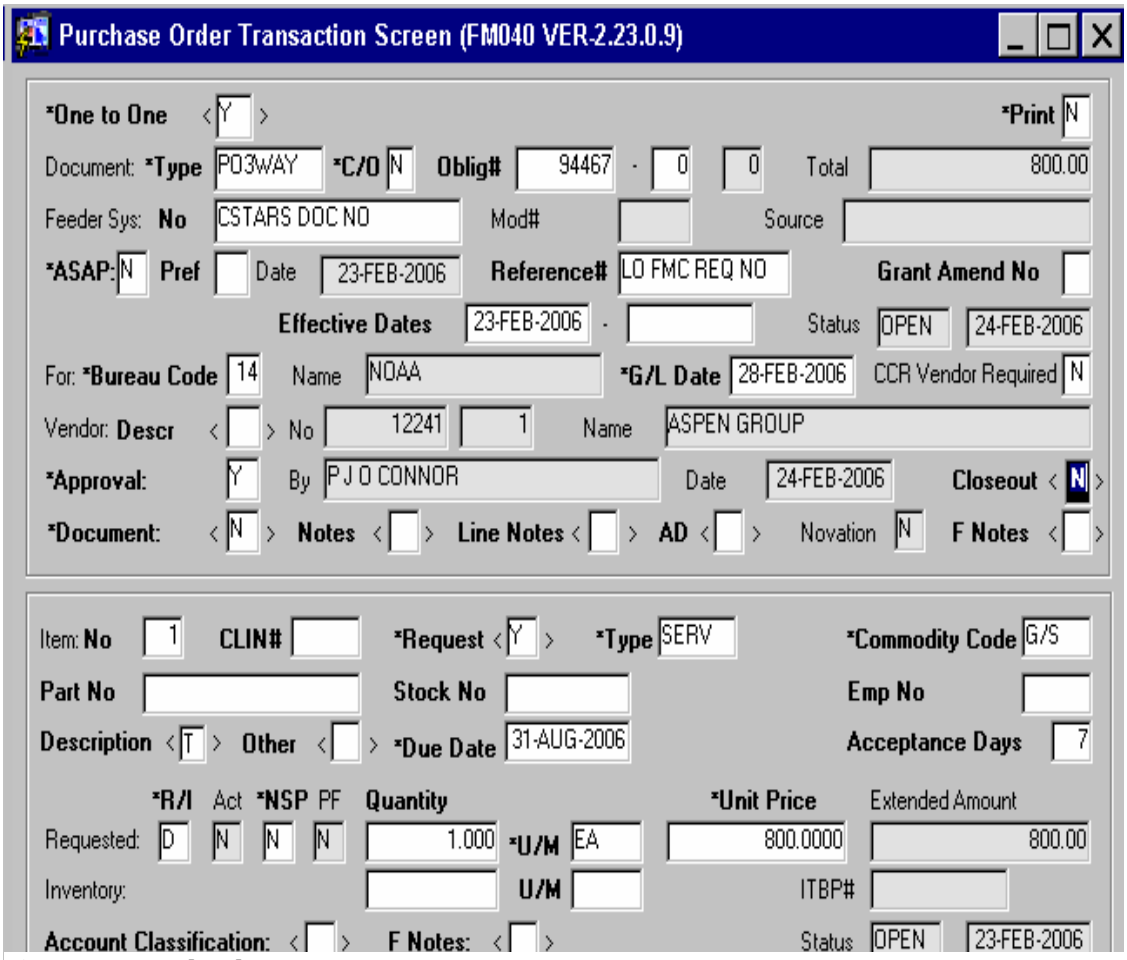

Figure 16 Completed FM040

2. *Inserting Requisitions for Change Orders*

This section describes the process for inserting requisitions for change order documents. Only requisitions to increase the quantity or dollar amounts can be inserted into the FM040. Decreases to the quantity or dollar amount are keyed in manually.

A Increasing the Quantity or Amount on a Line Item with No Previous Requisition – Open or Closed Line Item

If you receive a change order with an FM030 requisition for a line item that has had no previous requisitioning activity, you will need to insert a new Line item in the detail block of the FM040 and follow the instructions for the "Line Item Option" to insert the requisition details.

B Increasing an Open Line Item with a Previous Requisition

If you receive a change order with an FM030 requisition for an open line item that has had previous requisitioning activity, you'll need to perform the following steps to insert the requisition details into the Line Item.

For Dollar Based Line Items:

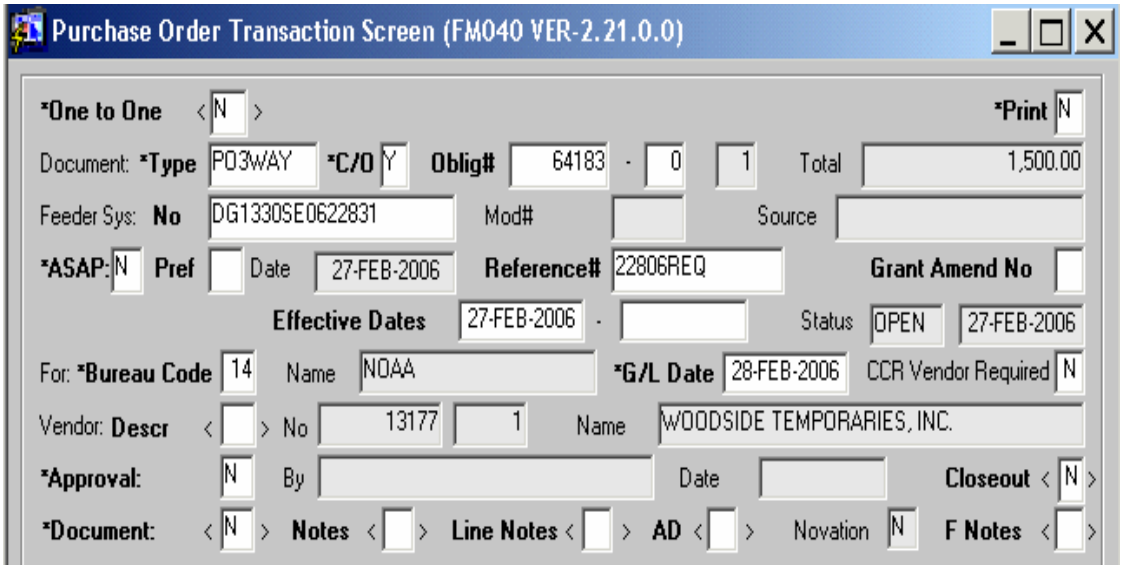

Figure 17 FM040 Control Block - Change Order

1. In the FM040 click or TAB into the Document Type field. Enter the appropriate type for this requisition – ie PO3WAY, CONTRT, IAGPO

2. Click or Tab in the C/O Block. Enter Y. Enter the Obligation Number from the Source Document or double click and select from the List of Values. The Feeder System No., Reference, No, Bureau, and Vendor populate the control block.

3. Click into the G/L Date Field. The current accounting period populates.

4. Click into the detail block. Select the appropriate Line Item.

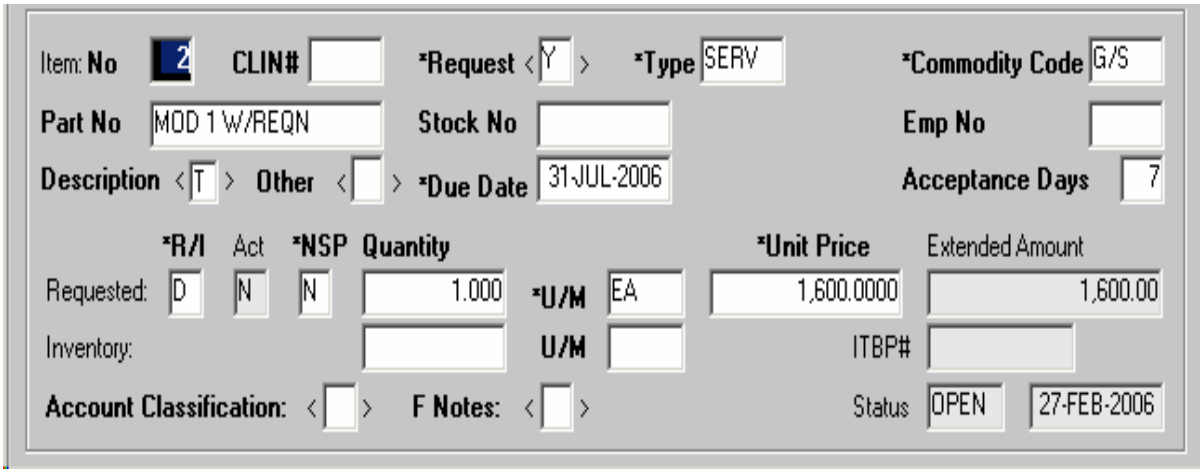

Figure 18 Detail Block – Line Item Detail before Change

5. Double Click into the Request Block.

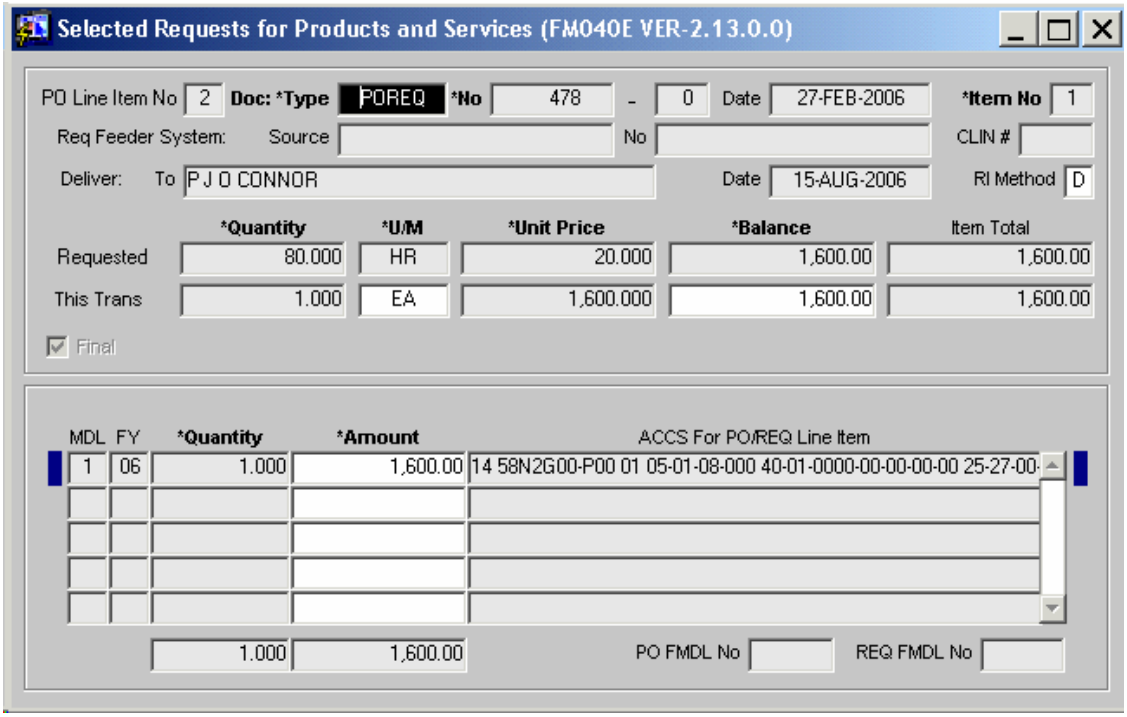

Figure 19 Requisition Pop-Up "as-is"

6. Click on the to add a record.

7. Click to the Doc: Type field. Enter Requisition Type – i.e. POREQ. Double click in No. field. A list of values appears. Click on the appropriate FM030 requisition no to insert. Double click or click OK to insert.

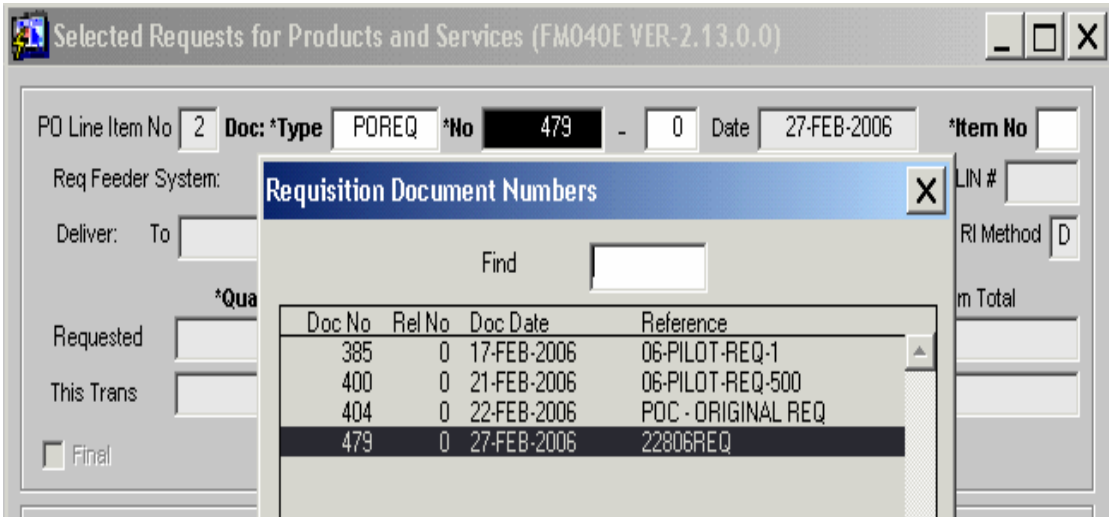

Figure 20 Requisition Pop-Up - Select Req No

8. Double click into the Item No field. A List of values appears. Click on the appropriate Line Item No to insert. Double click or click OK to insert

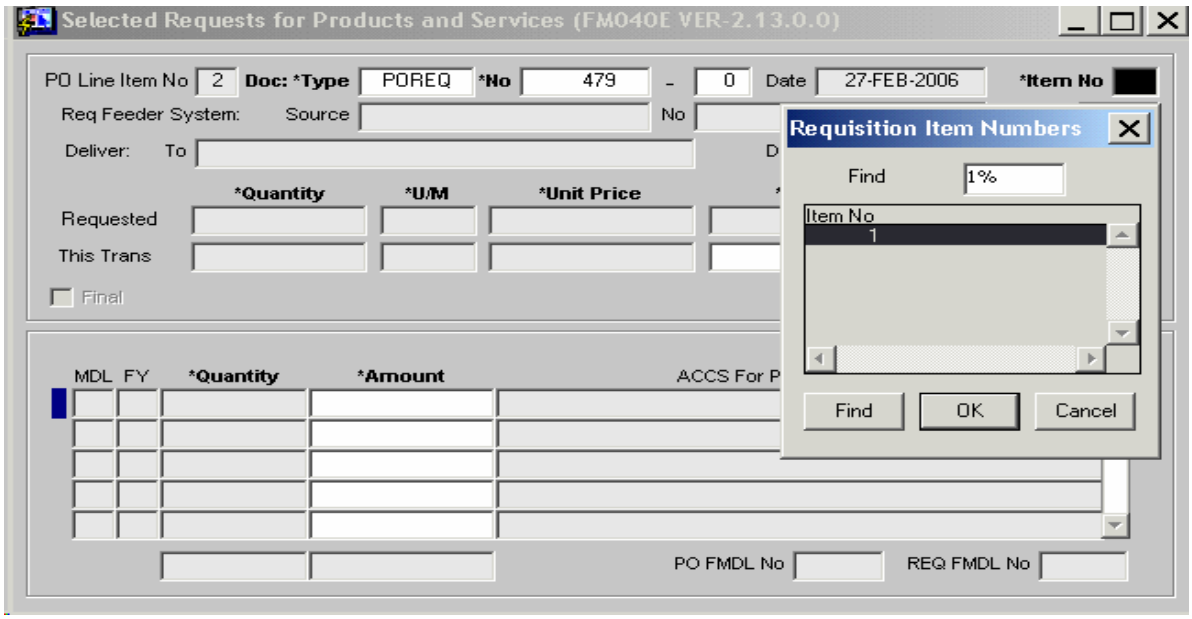

Figure 21 Requisition Pop Up - Select Item No

9. Click in the **Amount** field. Notice that the system automatically has converted the R/I Method from Quantity to Dollar based on the existing Line Item receiving method.

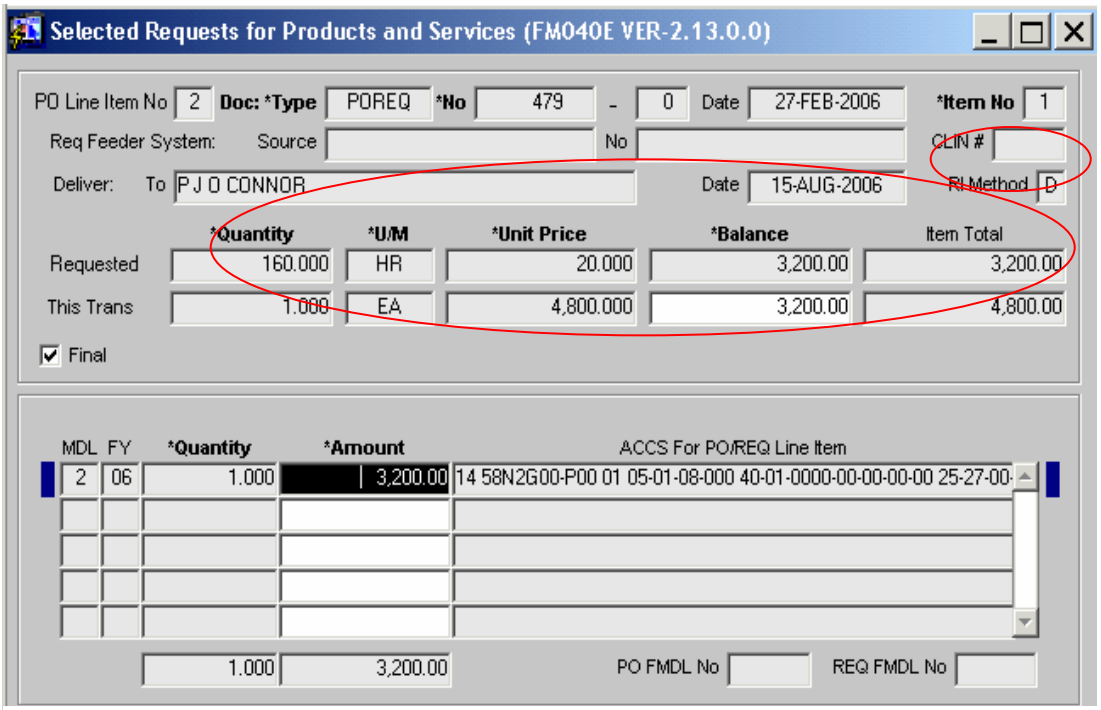

Figure 22 Requisition Pop Up - New Req inserted

10. Click Save to exit the Requisition Pop Up and return to the FM040 detail block front page. Notice that the Unit Price and Amount has been increased.

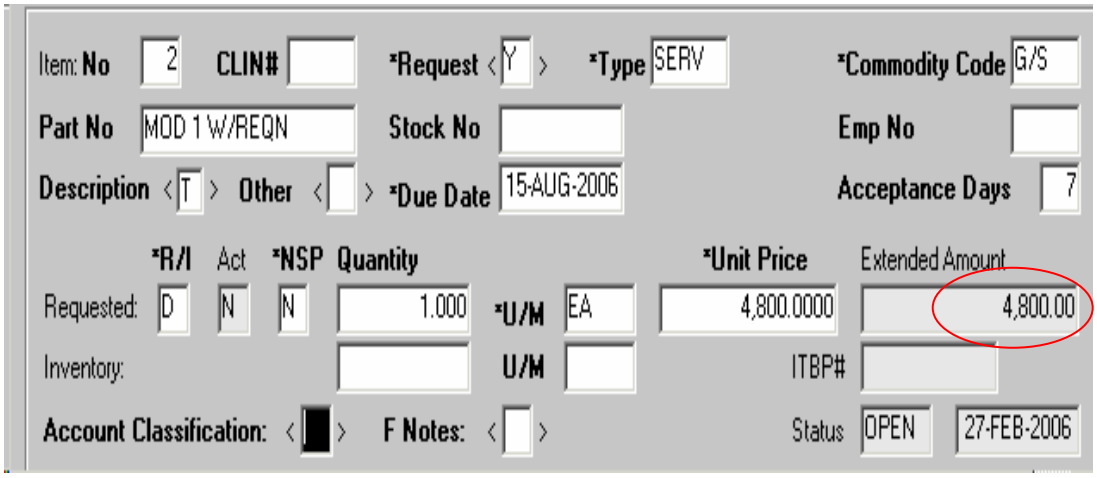

Figure 23 Line Item Detail

11. Click in the ACCS field. Double click into the ACCS pop-up. Notice that system populates both requisitions associated with this Line Item as separate Multiple Distribution Lines (MDL).

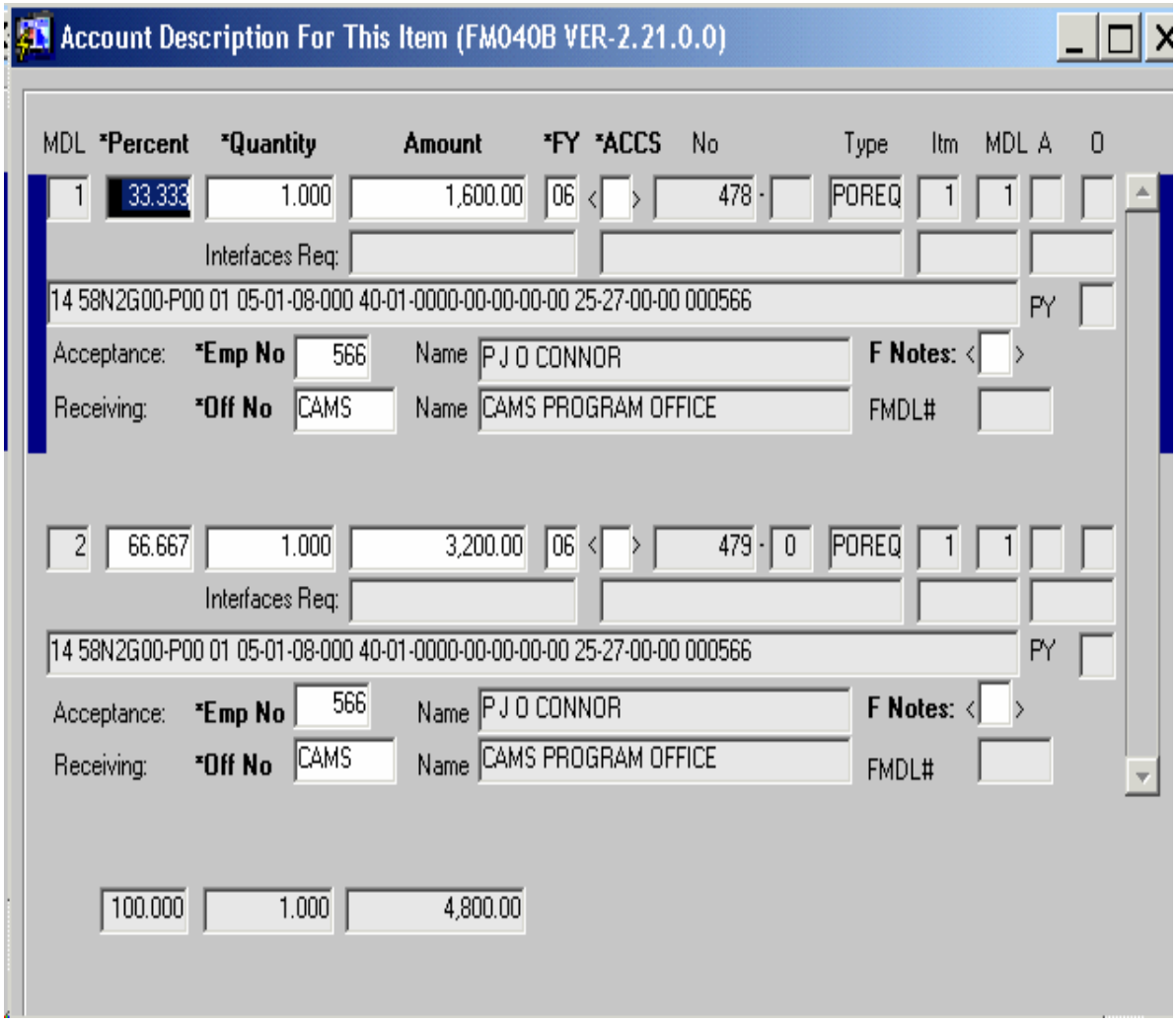

Figure 24 ACCS pop-up with revised MDL and Total

For Quantity Based Line Items

1. In the FM040 click or TAB into the Document Type field. Enter the appropriate type for this requisition – ie PO3WAY, CONTRT, IAGPO

2. Click or Tab in the C/O Block. Enter Y. Enter the Obligation Number from the Source Document or double click and select from the List of Values. The Feeder System No., Reference, No, Bureau, and Vendor populate the control block.

3. Click into the G/L Date Field. The current accounting period populates.

4. Click into the detail block. Select the appropriate Line Item.

5. Double Click into the Request Block.

6. Click on the to add a record.

7. Click to the Doc: Type field. Enter Requisition Type – i.e. POREQ. Double click in No. field. A list of values appears. Click on the appropriate FM030 requisition no to insert. Double click or click OK to insert.

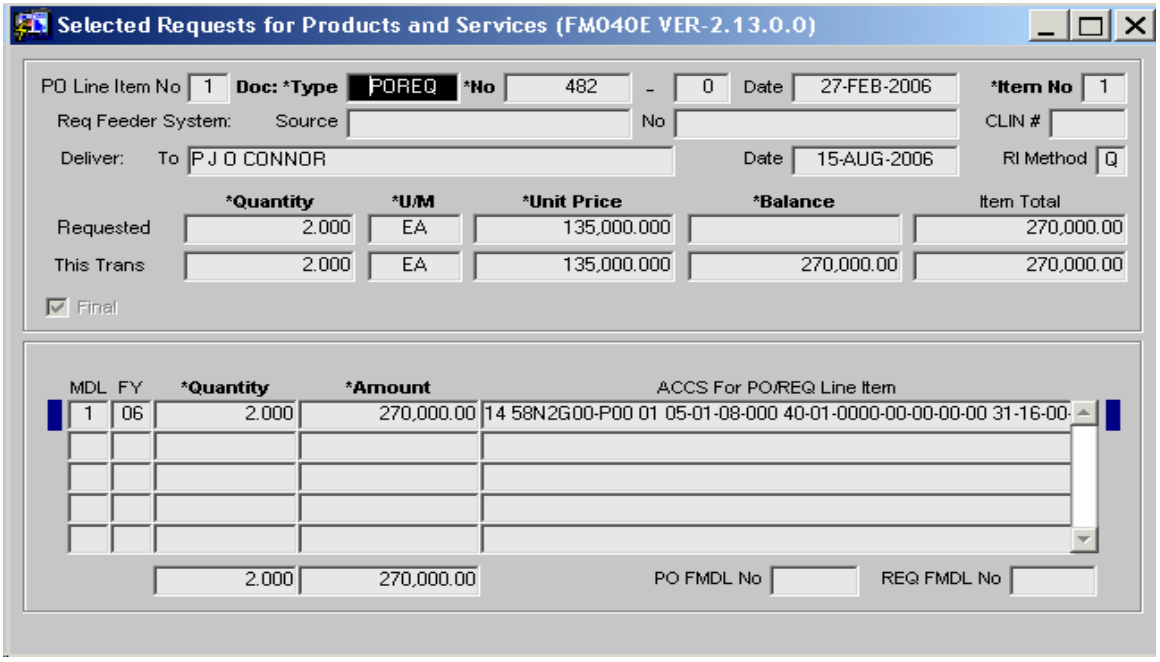

Figure 25 Request Block "as is"

8. Click to the Doc: Type field. Enter Requisition Type – i.e. POREQ. Double click in No. field. A list of values appears. Click on the appropriate FM030 requisition no to insert. Double click or click OK to insert.

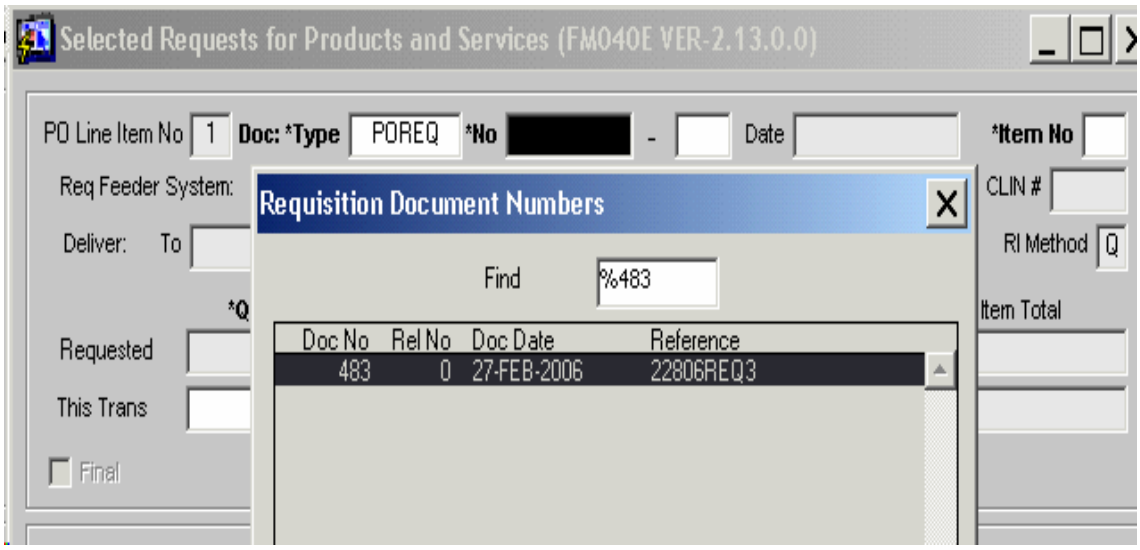

Figure 26 Request Block - Select Reqn

9. Double click into the Item No field. A List of values appears. Click on the appropriate Line Item No to insert. Double click or click OK to insert

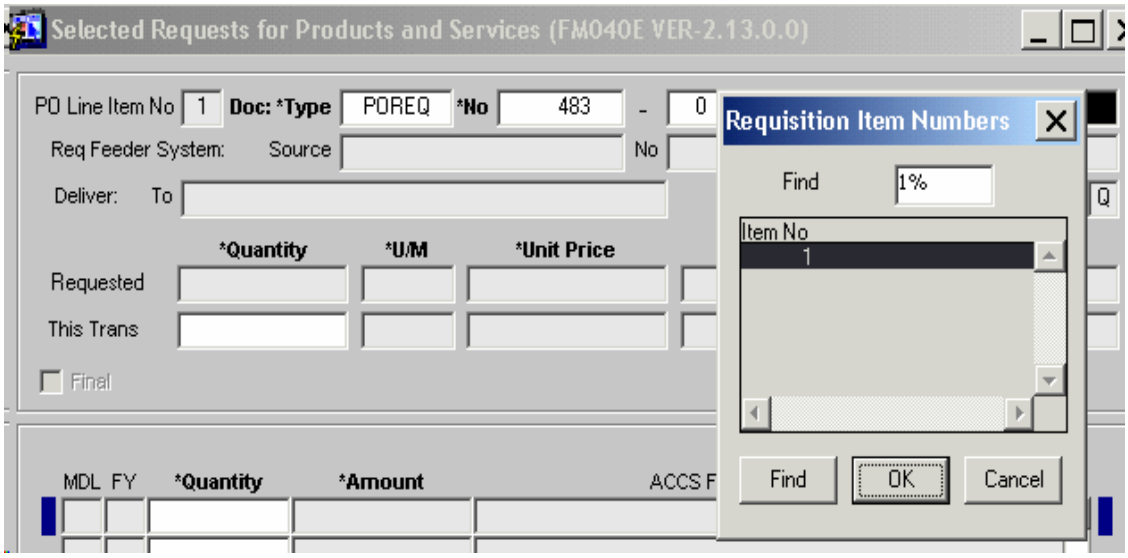

Figure 27 Request Block - Select Line Item

10. Click in the **Quantity** field. The requisition Quantity, Amount and ACCS populate.

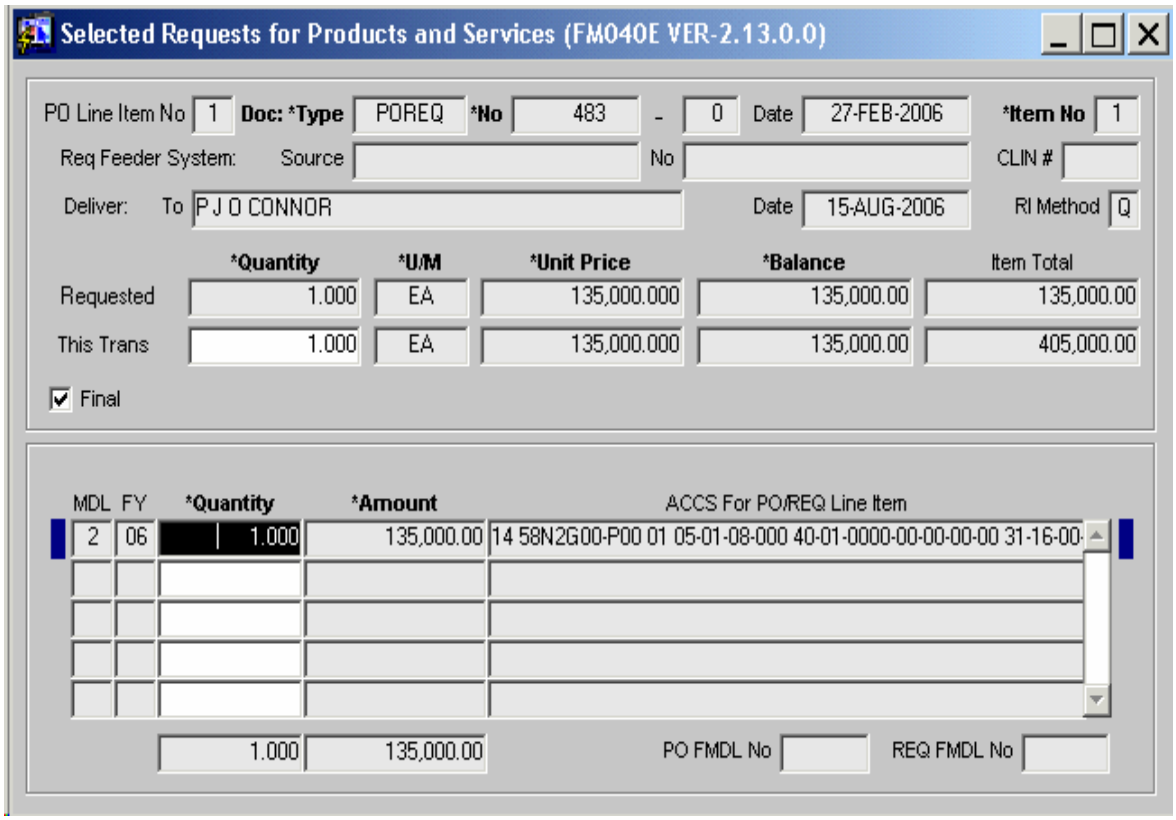

Figure 28 Request Block with changes

11. Click Save to exit the Requisition Pop Up and return to the FM040 detail block front page. Notice that the Quantity and Extended Amount has been increased.

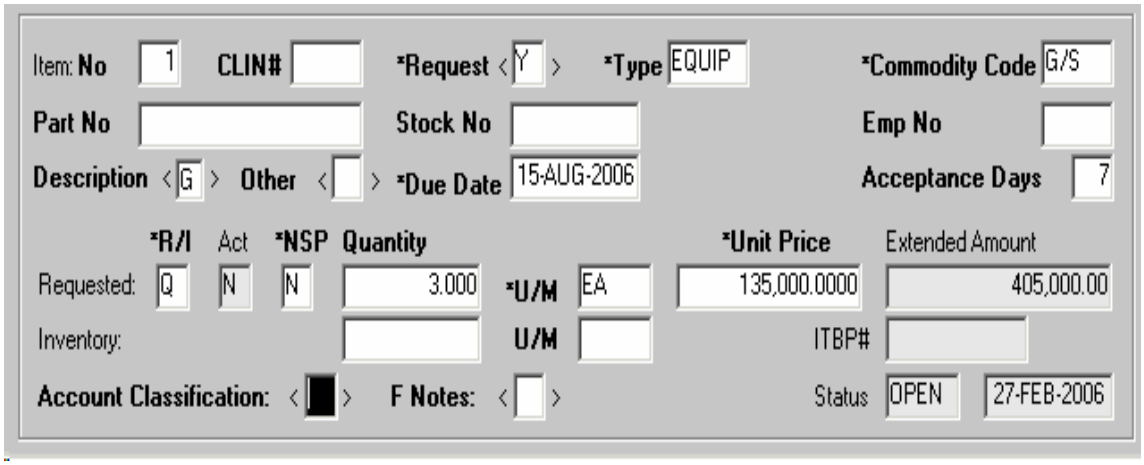

Figure 29 Line Item Detail with revised Qty & Amt

12. Click in the ACCS field. Double click into the ACCS pop-up. Notice that system populates both requisitions associated with this Line Item as separate Multiple Distribution Lines (MDL).

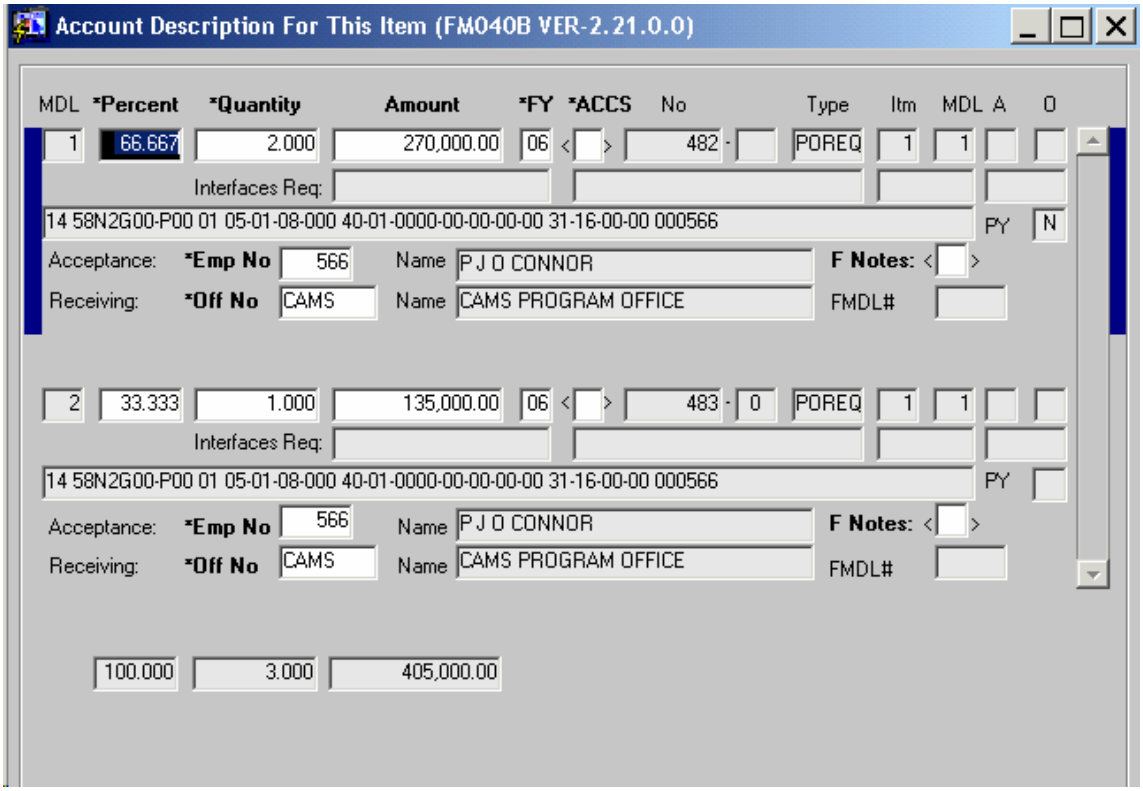

Figure 30 ACCS pop up with revised MDL's

C Partially Decreasing an Open Line Item with a Previous Requisition

This section describes the necessary steps to partially decrease (deobligate) a Line Item where there has been previous requisitioning activity.

For Dollar Based Line Items:

1. In the FM040 click or TAB into the Document Type field. Enter the appropriate type for this requisition – ie PO3WAY, CONTRT, IAGPO

2. Click or Tab in the C/O Block. Enter Y. Enter the Obligation Number from the Source Document or double click and select from the List of Values. The Feeder System No., Reference, No, Bureau, and Vendor populate the control block.

3. Click into the G/L Date Field. The current accounting period populates.

4. Click into the detail block. Select the appropriate Line Item.

5. Double Click in the Request field to drill down to the Request pop up. On the "This Trans" line change the Balance to reflect the new total. Click in the Amount field to update.

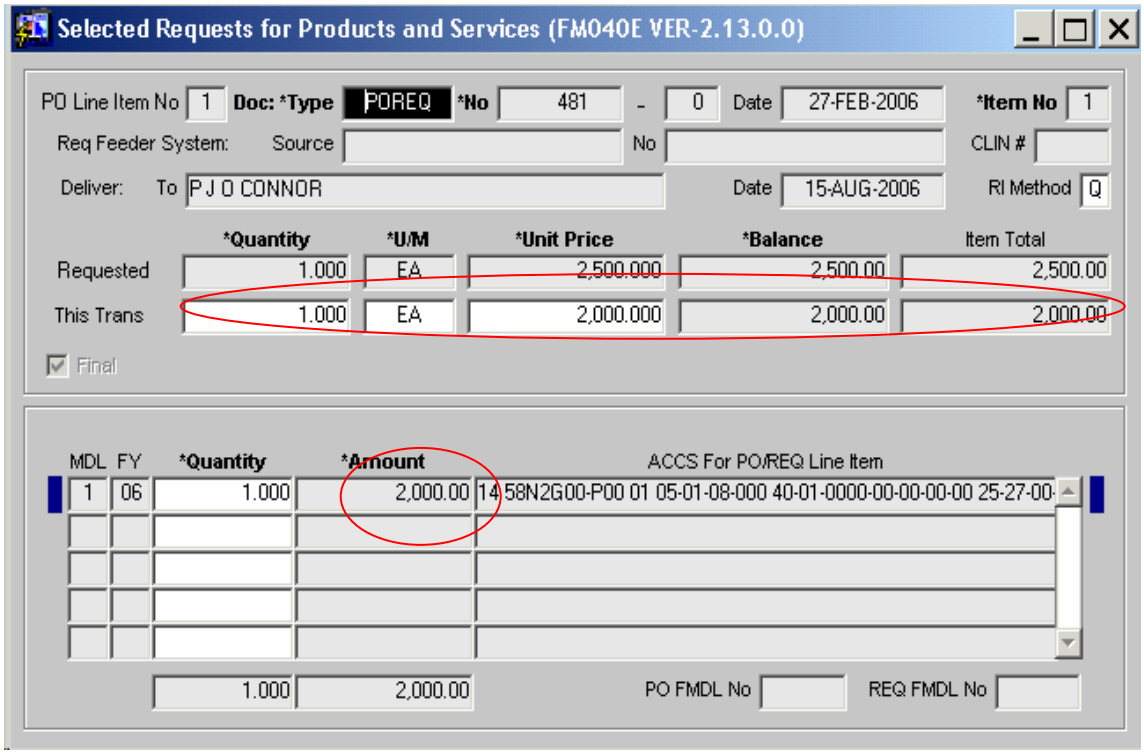

Figure 31 Request Block showing Decrease

6. Click Save to exit the Requisition Pop Up and return to the FM040 detail block front page. Click in the Unit Price and change to the reduced amount.

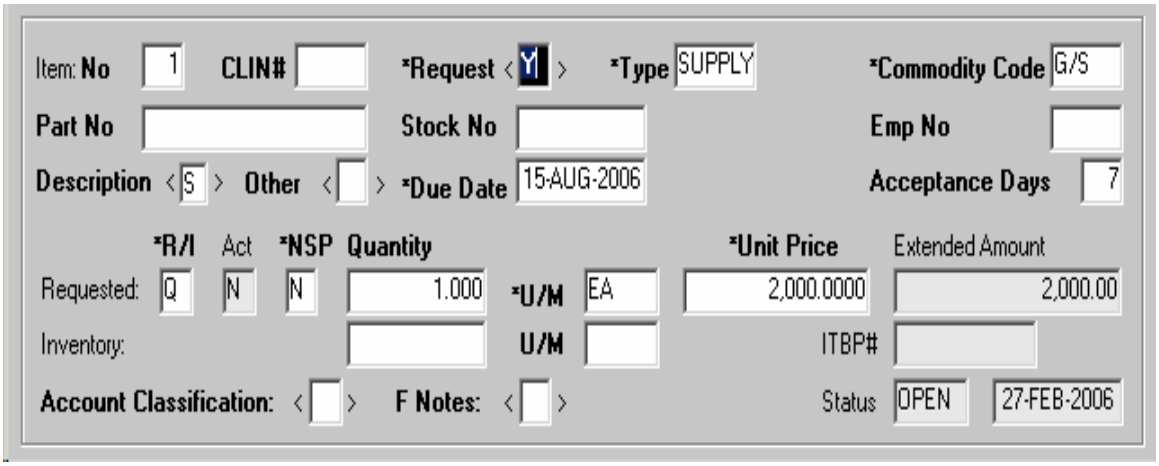

Figure 32 FM040 Detail Block - Line Item Detail Reduced

7. Double click in ACCS. Note that the system has updated the Amount to reflect the decrease.

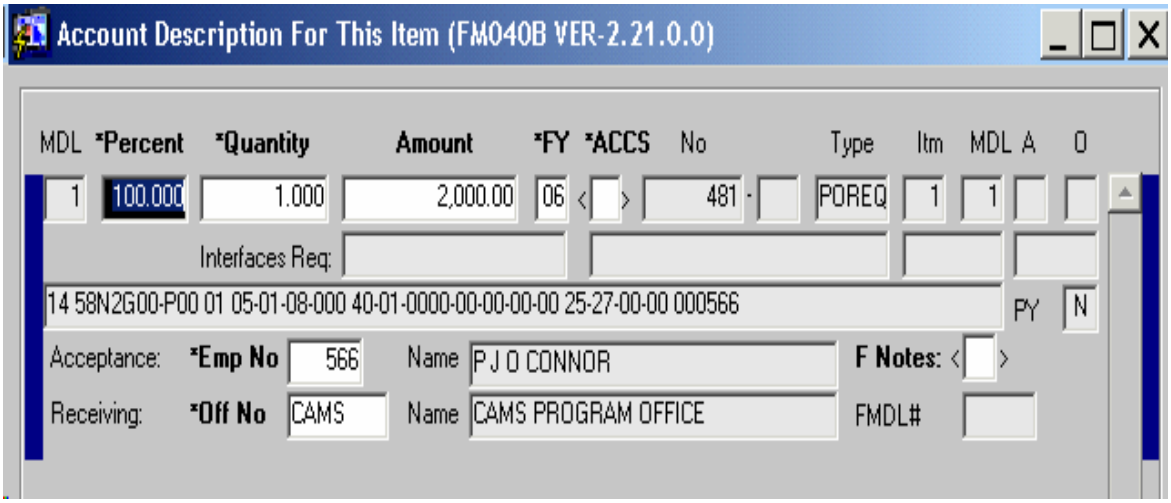

Figure 33 ACCS Pop Up - Showing Decrease

C Fully Deobligating (Closing) an Open Line Item with a Previous Requisition

Use the FM018 Obligation Reopen/Close Screen to fully deobligate (close) a line item according to your normal business procedures.